



Fee Exempt Soil Standard Operating Procedure

**REFUSE
DISPOSAL
DIVISION**

Inactive Landfill Maintenance

The acceptance of clean fill at the inactive sites has saved the Environmental Service Department millions of dollars and will continue to be an excellent means of procuring soil material for inactive landfill maintenance and grading projects. The following guidelines and attached “Fee Exemption Application for Disposal of Clean Soil” have been developed to facilitate the effective placement of clean fill material at our inactive sites:

Guidelines:

1. Develop a plan with grades, drainage and LFG appurtenances clearly delineated. Show coordinates and elevations on the map if RDD surveyors are expected to stake grade control.
2. Estimate the quantity and quality of material required and try to match with amount proposed by dirt brokers. Note: some jobs may require the coordination with many dirt brokers for material from many different job sites.
3. Review complete soils reports to make sure material is acceptable for planned repair project. Getting a complete soils report for the site is extremely important. The report should document any contamination (i.e. hydrocarbons) that may be present and contain recommendations (if any) from the soils engineer. If submitted information is insufficient to make a final determination, the City’s Test Lab may be able to provide some assistance (usually at Contractor’s expense) by taking/analyzing samples or making a site visit and/or evaluation.
4. Meet dirt broker on-site to discuss ingress/egress, BMP’s/silt control, criteria for disposal of fee exempt soil (dust control, street sweeping, pushing/compaction, site access, security, etc.) and any other special requirements of the job. Exchange a list of emergency contacts and phone numbers with the contractor’s representative.
5. Notify the LEA, RWQCB and APCD if magnitude of project warrants (typically projects that exceed 20,000 cubic yards or are ‘high profile’).
6. Monitor their progress on a daily basis if possible and make sure all obligations are being met. Monitoring may include following the haul trucks to ensure all soil is coming from the designated source; driving by the location of the designated source to observe operations (noting which trucks are doing what); and/or frequent phone contact with the Field Superintendent to verify hauling days and shutdowns.
7. Inspect site at completion of hauling to make sure site is left in a condition that meets the project objectives.
8. Compile and track quantities of soil, delivery dates, etc. for reporting to the Regulatory Agencies.



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Benefit of Compliance to Instruction:

- Costs savings to City of San Diego
- Control of project
- Resource conservation

Consequence of Non-Compliance to Instruction:

- Citizen/Regulatory complaints
- Unacceptable materials being disposed of at an inactive landfill
- Site left in worse condition than when hauling began
- Regulatory violations and/or fines
- Disciplinary action

Environmental Management System (EMS) – ISO 14001

Process Map #: SM-1.0

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